

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 19, 2005

PRESENT: LAURA BUONO CHAIRMAN; LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: Gregory C. Begin, Interim
RECORDING SECRETARY: Cherry Palmisano

GUESTS: Stephen Najjar, John McCausland, Frank Campana, Charles Metcalf, Will Ottery, Paul Hague, Forrest Esenwine, Ginger Esenwine, Chris Hague, Ray Kelly, Lynn Hanna, William F. Tiffany, Sharon DeStefano, Ann Dinsmore, Jim Thompson, Scott Dinsmore, Robert DeStefano, Thomas Carr, Paul Marsh, Carl Knapp, Chief Richards

6:33 Chairman Laura Buono called the meeting to order.

1. PUBLIC PARTICIPATION – Mr. Stephen Najjar informed the Board the Conservation Commission has been working with a landowner to acquire 600 acres. Unfortunately Trust Republic Lands fell through so the town would need to continue pursuing the land on its own. Mr. Najjar would like the Board to hold a meeting to discuss the matter further and would like to get Town Council involved in a non public session. The project is in a rush because the land owner is looking to develop and is only giving the town to the end of the year to close on the deal. The town would need to bond for this. It was discussed there would need to be a bond hearing no later than 15 days before the Deliberative Session and a public notice would need to be in the newspaper by January 11, 2006. Mr. Najjar informed the Board he sent in an application for \$500,000 to get funding from L Chip. Selectman Kurk asked Mr. Najjar about the unique characteristic of the land that makes it important to preserve. Mr. Najjar said the land ties in well with other conservation land and has some wetlands that make it valuable, the land also has some south facing slopes. It was discussed this is the second largest privately held parcel in the town of Weare. This is a very valuable piece of land to the town. The Board discussed holding a meeting Thursday night at 6:30 p.m. to discuss the matter further.

The Conservation Commission is looking at active forestry; they haven't done a biological inventory. They are working to draft an agreement, but they will not do work unless it is at least \$10,000. NIH and the Nature Conservatory would be adaptive and would be funded under the Conservation Fund. Mr. Najjar said there are other company's that do this work but it is hard to get a comprehensive contract and he feels this is the best way to go for the town. The reason for the rush on this is they are scheduling way out into 2006. This will cost the Conservation Commission \$10,000. Selectman Kurk asked Mr. Najjar to explain to the taxpayers the purpose of this study. Mr. Najjar said within the state of NH there are several different lists of rare and endangered species, the Conservation Commission is trying to understand and document the species in Weare which are endangered. This is a way the Commission can actively manage town forest land without negatively impacting any species and it is key to know what is out there. There have been some documented species in Weare that are

FINAL

endangered. Selectman Kurk mentioned since they have jurisdiction over the fund then there is no time limit for the money. Mr. Najjar wanted to make sure the Board is in approval before they expend the funds.

Mr. Frank Campana questioned there only being one Selectman Meeting left in this year and he would like to know if there will be a meeting to discuss budget surplus. Vice Chairman Methot mentioned there were many requests for funds and feels they will not be able to honor them all. The Board informed Mr. Campana they will be meeting next Wednesday around 6:30 p.m. to further discuss the budget.

2. DEPARTMENT HEAD – Mr. Carl Knapp reminded the Board he had given them a request to encumber funds for the remainder of the road reconstruction. Mr. Knapp said he would like to have it completed over the winter to be ready for the spring. Selectman Kurk said she checked with Local Government Center and they told her there needed to be a written or verbal contract already in place to honor the request. It was discussed Mr. Knapp submitted his request for \$12,000 before the spending freeze was initiated. The Board said the purpose of the encumbered funds must be recorded in the minutes.

Chairman Buono asked Mr. Knapp if he has ever converted a paved road to a dirt road. Mr. Knapp said they converted one this year. Chairman Buono questioned Clough Park Road and the drainage. Vice Chairman Methot asked if we get State funds for this road. Mr. Knapp said no, but the road is on the list for repair this year. Mr. Knapp said that road is a bad road in the winter. Selectman Kurk asked if they could encumber this money. It was discussed they should because the request and list was already in.

Mr. Knapp stated the generator is all set except for the propane tank and Irving said they can't get the propane out there for another 4 weeks. Mr. Knapp stated there is \$1,500 left in the fund. It was discussed the electrician should submit his bill before the end of the year. Mr. Knapp said they are very low on salt and cutting edges. They had to order fuel today, because during the last storm they used 800 gallons. Because of the ice it makes it very difficult and they need lots of salt. The Selectmen asked how many loads of salt it takes to fill the shed. Mr. Knapp said the shed takes 50 loads very easily and costs \$1,400 a load. Vice Chairman Methot said he was very uncomfortable being low on salt for January. Mr. Knapp said he can get by with cutting edges until the end of the year providing there are now storms. With the fuel expenses and with the FEMA money he has coming he feels he could have \$45,000 surplus. Mr. Knapp said he will not have the cost of workers compensation until the end of the year. Roadside mowing was not done this year. Mr. Knapp requested a minimum of 6 loads of salt and \$1,000 of cutting edges with a total of \$10,000. Mr. Knapp is estimating there will be \$12,000 left in the transfer station budget.

Vice Chairman Methot moved, Selectman Kurk seconded to authorize the purchase of 6 loads of salt and \$1,000 cutting edges for the plows. Passed 5-0-0.

Mr. Knapp would like to talk about transfer station fees. Mr. Knapp informed the Board the total revenue for the year for taking in demolition was \$34,760 and it cost them \$35,516 to haul it away. He stated the fees are pretty close to the actual cost to haul it away and feels the fees are reasonable. Selectman Kurk asked about the microwaves and televisions. Mr. Knapp said he would like to wait on setting the fees until the new fees come in the first of the year. The biggest debate is always over the cost of disposing demolition materials. Mr. Knapp said he feels the scales would be great but we are so close on the fees verse revenue he feels were are pretty much even.

3. COMMITTEE ITEMS – Mr. Chuck Metcalf, PARC, stated they are not requesting to encumber any funds but they do have a couple of bills to pay. Mr. Metcalf stated PARC authorized, and the money was spent, to purchase t-shirts for 1st and 2nd grade Basketball. Chairman Buono asked why PARC is supporting 1st and 2nd

FINAL

grade basketball. Mr. Metcalf stated there was no business in town able to sponsor the teams. Chairman Buono doesn't feel this is an obligation of the town. Mr. Metcalf said PARC authorized it and the money has been spent. Chairman Buono discussed Volleyball and Football being sponsored by PARC. Selectman Kurk feels the BOS needs to have a conversation on what they feel the mission is of the PARC. Chairman Buono said the football and volleyball were described to the BOS as being sponsored. It was mentioned the High School Football league was not sponsored by PARC but a separate league. The football program is separate from WAC and PARC. Chairman Buono does not feel it is up to the town to sponsor the teams and we should not spend the town's money. Selectman Kurk said again that's why they really need to have a conversation. Selectman Kurk spoke with DRA and they said the town has to be very careful because it is the taxpayer's money. It was discussed the cost is \$500. Selectman Kurk said there really is a bind here because the Commission has already made the commitment. Selectman Osborne asked when they were purchased. Mr. Metcalf said weeks ago before the spending freeze but they haven't received the bill yet. Chairman Buono does not feel we should be sponsoring these kinds of things. Selectman Kurk asked if they should have had a fundraiser for this. Mr. Metcalf said typically there are enough businesses in town to sponsor the teams.

Chairman Buono moved, Vice Chairman Methot seconded to allow PARC to pay the bill for \$500 for the t-shirts. Failed 1-4-0.

Selectman Kurk said they are really between a rock and a hard place and is wondering since the shirts are already bought and PARC already made a commitment should we pay for it. Chairman Buono feels the Commission has not been very cooperative and feels we should not pay this. Chairman Buono asked Mr. Metcalf if parents pay a fee for their children to play. Mr. Metcalf said they do pay a fee but insurance is what drives the cost up. Mr. Metcalf said he didn't realize he had been so uncooperative and certainly did not purchase the t-shirts to rub anything in anyone's face. Selectman Fiala said it frustrates him no one objected at the PARC level and they really need to be careful on who will benefit when they spend money. Selectman Fiala feels we are stuck with the cost of the t-shirts. Chairman Buono asked why the WAC isn't stuck with the bill.

Mr. Metcalf informed the Board the Lifeguards at Chase Park were promised if they took a course to become lifeguards and stayed with PARC for another year they would be reimbursed for the course fee.

Selectman Fiala moved, Vice Chairman Methot seconded to authorize \$200 for reimbursement for lifeguard training. Passed 5-0-0.

Selectman Kurk said PARC has a contract and they were promised 75-80% of the bill and they will finish the work in the spring. It was discussed the Board approved the expenditure of the \$4,000 several months ago. Selectman Kurk feels it is appropriate to pay at this time. Mr. Metcalf will submit the bill for 80% of the contract. Mr. Metcalf asked the Board when they do the work in the spring does he have to get permission again. The Board said no.

Selectman Kurk said they discussed the Director going on stipend and feels it is premature and we should wait until the Town Administrator comes on board. The Board agreed to continue hourly at this time. Mr. Metcalf reminded the Board the Lawn care budget needs to be bumped up to the contract amount.

4. CABLE COMMITTEE BID RECOMMENDATIONS – Mr. Will Ottery spoke on the bids to upgrade the cable station. Mr. Ottery informed the Board the committee went through all the bids on December 1 and on December 6 they had each bidder come in and discuss their bid, insurance coverage, timeline to complete and availability of support staff. On December 14 they had a meeting of the committee to go over the 4 bids. Mr. Ottery said they asked each bidder for a list of references and he received Walter Bohlin's reference list late and

FINAL

did not get a change to really contact people. He did contact the Police Department which was on the list and apparently there were issues with Mr. Bohlin getting paid and completing the job. Mr. Ottery informed the Board there was a motion made at the Cable Committee meeting to accept Mr. Bohlin's bid. Mr. Ottery said they had difficulty with Great Northern because they could guarantee them hook up to the internet. Mr. Ottery stated Mr. Bohlin's bid was \$11,900 without insurance and \$12,700 with insurance. The Committee has agreed to accept Mr. Bohlin's bid and Mr. Bohlin and his son will be performing the work. The Committee voted 8-1 in favor of Mr. Bohlin's contract. Selectman Kurk asked what made his contract more appealing over the others. Mr. Ottery said it was appealing because the price was the lowest and they feel since they are local the support would be better.

Chief Begin said the reason Mr. Bohlin wasn't paid by the Police Department was because there was never any contract or reference of a bill schedule made by the Police Department and Mr. Bohlin. Chairman Buono asked why not hold off on deciding until after they check his other references. Vice Chairman Methot said Mr. Bohlin changing his bid after the fact should make it invalid. Mr. Ottery said Mr. Bohlin didn't know he needed insurance to perform the work. Chairman Buono asked about Great Northern not guaranteeing the whole process. Mr. Ottery said they would not do the hook up. Selectman Fiala asked if all the equipment was the same or the company getting the contract supplies the equipment. Mr. Ottery said they all provide their own equipment. Selectman Fiala was wondering if one was giving a different level of product. Mr. Paul Hague felt one of the bidders was more limited than others. Vice Chairman Methot said he doesn't see much difference in Mr. Bohlin's bid. Mr. Hague said Mr. Bohlin knows the equipment and he is the lowest bid. Chairman Buono said he has the smallest support staff. Mr. Hague said Mr. Bohlin agreed to train them at no cost. Selectman Fiala said he would be willing to pay for training because in the past Mr. Bohlin agreed to do things he never performed. Selectman Fiala feels getting it installed is only half the problem they really need the training and support. Selectman Fiala said he has faith in the Cable Committee's recommendations as well as Mr. Bohlin but he has fallen through in the past. Selectman Kurk asked if Mr. Bohlin was charging for labor. Vice Chairman Methot said about 1/3 of the cost should be labor. Vice Chairman Methot has a problem with Mr. Bohlin's bid being changed after it was submitted. Selectman Kurk asked if all the bids were supplying 6 hours of training. Mr. Ottery said yes but Greater Northern was supplying 12 hours but their bid was high. Mr. Ottery feels they have a very good Committee and they really need to get the equipment and have the training. Mr. Ottery said this is the Committee's recommendation and they looked at a lot of areas. Mr. Ottery mentioned reliability and stated Mr. Bohlin was in the hospital and left the hospital to do some work for someone who couldn't perform the work. Chairman Buono asked the Board if they were ready to make a decision tonight. Selectman Kurk asked if when they checked recommendations were they through other communities and public access channels. It was discussed other references were industry TV people. Selectman Kurk said she was not ready tonight to make a decision. Selectman Kurk asked if they went with Mr. Bohlin primarily because he was the lowest. Selectman Fiala said he would support the Cable Committee's recommendation. The Board will discuss this on Thursday.

5. ETHICS COMMITTEE DISCUSSION – Selectman Kurk said she felt the Committee really worked hard to get something for the town of Weare and asked Mr. John McCausland if they created a complaint form. Mr. McCausland said the Ethics Committee would have to create the form and told the Board the Committee has no enforcement powers to take action upon a complaint. Selectman Kurk said if this is what the Board decides they want then they will have to draft a warrant article. Mr. McCausland said he would not be in town for the Deliberative Session.

6. FIRE DEPARTMENT BUDGET – Chief Richards told the Board the Fireman's wages are budgeted for a 2½% pay increase plus an on call volume increase. Chief Richards informed the Board they changed over to a computer based EMS call system. Chief Richards said Medicare and FICA will have to be adjusted when the

FINAL

new rates are in. It was discussed the increase for dues for the insurance will be on a Warrant Article. There is an increase in the Lawn care contract price. Chief Richards told the Board they need computers and software for the ambulances. Chairman Buono feels this would qualify for Capital Reserve Fund. Chief Richards said there is an increase in vehicle fuel but training has reduced by \$375 because there is a trainer in-house. Most of the radio repair line is the contract for \$500 and the rest is for batteries for pagers. Most of the equipment repair line is for the defibrillator contract, they now need to have the air checked 4 times a year, and the maintenance contract for stretchers. Maintenance on the second ambulance, it is out of warranty now. Vice Chairman Methot told Chief Richards to give PSNH a call because they are calling for a rate increase. Chief Richards said the maintenance for engine 1 is up because it is a 1987 and they need to make it compliant. Liability insurance will have to be adjusted when rates come in. Selectman Fiala asked what year are we in for the lease of the ambulance. Chief Richards said it is a 10 year rotation due to be replaced in 2008 and we get four years without a payment. Chairman Buono asked Chief Richards for an estimated cost to finish out the year. Chief Richards said he would need approximately \$11,000. Chief Richards said he is unsure about the situation of his vehicle. Selectman Kurk asked Chief Richards what could he reduce or take out of the budget. Chief Richards said he could reduce some of the equipment if he could take it out of the Capital Reserve instead. Chief Richards said most of the other things in his budget are contractual obligations. Chief Richards said computers could possibly come out of the Capital Reserve. Selectman Fiala said he calculated the rate increase to be 11%. Chief Richards said there are more hours needed because of the computer based. Chief Richards said they get a 2 ½ percent pay increase and maybe a 10% increase in hours. Chairman Buono and Selectman Kurk discussed what could be paid through the Capital Reserve. It was discussed they need to encumber the funds to replace the tank at the South Weare Fire Station which was in a Warrant Article last year and has not yet been replaced.

Mrs. Ann Dinsmore told the Board she works with the EMS on the Weare Fire Department. Mrs. Dinsmore said it is a learning curve as far as the computer but New Hampshire is making it mandatory to make things paperless. Mrs. Dinsmore said they run into problems waiting for the computers at Elliot Hospital and this adds time and if they get the laptop it would shorten the run time greatly. Selectman Kurk asked what they need to do to increase the speed at the station, and Mrs. Dinsmore said a better computer with a faster modem. It was discussed Chief Richards and the Board will discuss this further next Wednesday.

7. LIBRARY BUDGET – Mr. Paul Marsh, Treasurer of the Library Trustees, as an anomaly this is the Trustees asking the taxpayers to expend money not asking the Selectman. Mr. Marsh said this year's budget includes funds which were in Article 38 last year to increase the hours of the staff and increase the hours of the Library. There is a very modest increase in staff salaries. The Library anticipates revenue through funds, use of fax and copy machines, donations from residents and other sources. The Library is asking for authority from taxpayers to spend the additional \$5,500 which is raised outside of taxpayer funding. The Warrant Article stated to retain and carry over the funds but not to spend. It was discussed the Library receives the revenues the town does not. Mr. Marsh said they are asking the taxpayers to raise \$161,981 and asking for permission to spend \$167,480. The Library bills the town monthly. It was discussed they need to put the higher amount in the gross budget.

8. ECONOMIC DEVELOPMENT BUDGET – Mr. Jim Thompson said they have had a budget for the past years for \$3,500 and they have not spent it yet. The Economic Development Committee is requesting \$500 for signs, \$500 for business seminars and \$500 for miscellaneous expenses for 2006 with a total of \$1,500. Selectman Kurk asked Mr. Thompson about the flyer they spoke about previously. Mr. Thompson spoke about the map/flyer that was sent out through the Chamber of Commerce.

9. CONSERVATION COMMISSION – Mr. Tom Carr thanked Tina Pelletier for taking care of their line items. Mr. Carr stated the Conservation Commission spent \$626.60 to date which is about 80% of the budget.

FINAL

At their last meeting they did discuss expanding the Conservation Commission website to mimic Amherst. The initial expense is \$600; \$25 per page and is about \$40 an hour. The Conservation Commission is in the process of finding out as much as they can about the protected lands in town. Mr. Carr stated there is about 25 parcels in town. Mr. Carr feels it would be a good tool for the people in town to know where the protected properties are and be beneficial for recreation. Requested budget up to \$1,385 for 2006. The Board discussed the need for a way to monitor these parcels.

10. CORRESPONDENCE – Chairman Buono said she received emails from Merry Rice regarding the Senior Exercise Program. It was discussed they charge \$20 per person per month they have 8-14 people. Chairman Buono said the program started in 2001. Ms. Rice pulled the minutes from 2001 and it stated there would be no fee to rent the town hall until they paid the balance of the purchase of the weights and equipment they needed for the program. Vice Chairman Methot said they have had the luxury of not paying a fee for the past four years. It was discussed there would be a cap of \$80 for the year. Vice Chairman Methot said he doesn't want to discourage anyone from using the Town Hall but the town does pay for the heat and maintenance on the building. Selectman Kurk said as long as the renters clean up like they are supposed to the \$40 fee covers the expenses of the use of the building. Selectman Kurk stated Catherine Martin wouldn't know to ask for the waiver. Vice Chairman Methot said there has always been a controversy over the \$2,500 line budget with PARC and he said maybe the BOS should take it over. Selectman Kurk said when she spoke with DRA they said you should take care of the seniors. Selectman Kurk said in checking with DRA they said there should not be any subsidizing in purchasing tickets. Selectman Kurk said she feels PARC has a very different vision than the BOS.

Vice Chairman Methot moved, Chairman Buono seconded to approve the waiver for the \$80 fee for use of the town hall for the Senior Exercise Program. Failed.

The Board discussed how the Fire Department budgeted for additional weed, brush work around the fire ponds to be done by Cutting Blade Lawn Care.

The Board discussed a request for removal of 30 feet of stone wall by David Lewis on Dudley Brook Road for temporary access to his land for logging. The Board discussed a timeframe of one year.

Vice Chairman Methot moved, Selectman Kurk seconded to authorize David Lewis to temporarily move a stone wall for one year for logging purposes. Passed 5-0-0.

11. MEETING MINUTES –

Chairman Buono moved, Selectman Kurk seconded to approve the minutes of November 7, November 21 and December 5 as amended. Passed 5-0-0.

12. MANIFESTS

Chairman Buono moved, Selectman Kurk seconded, to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated December 22, 2005. Passed 5-0-0.

Accounts payable	\$273,754.38
Gross Payrolls	<u>\$31,126.86</u>
Total	\$304,881.24

FINAL

13. ADMINISTRATIVE REPORT

Vice Chairman Methot said he spoke with Tina Pelletier to request information on upgrading the server.

The Board feels they may be able to encumber some of the funds requested it will be close but there might be a slight surplus.

Selectman Kurk asked when a vehicle or something is donated are we obligated to replace it. The Board agreed they are not obligated to maintain it or replace it.

Chairman Buono stated she received a letter regarding the limited amounts of recreational activities for teens.

Chairman Buono announced Weare CERT is now looking for volunteers.

Chairman Buono moved, Selectman Kurk seconded, to enter into nonpublic session @ 10:00 p.m. pursuant to the authority granted in RSA 91-A:3II(c). A roll call vote was taken. Vice Chairman Methot - yes; Selectman Osborne - yes; Selectman Kurk - yes; Selectman Fiala - yes; Chairman Buono - yes. Passed 5-0-0.

14. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary